

# ECU COURSE MATRIX

Updated July 2022 HRSC

	REQUIRED IMMEDIATELY Core modules for induction, on-boarding and orientation	REQUIRED SHORT TERM Role-specific modules essential for successful performance.	MEDIUM TERM Role-specific modules to enhance performance or respond to tactical changes.
<b>ALL STAFF</b> (Including Professional, Academic, ongoing, fixed term contract, casual and/or sessional staff)	<ul style="list-style-type: none"> <li>Online Induction (HR)</li> <li>Staff Orientation: Work at ECU</li> <li>Health &amp; Safety Induction</li> <li>EO Online Modules 1 - 3</li> <li>Emergency &amp; Evacuation Training ☑</li> <li>Information &amp; Records Management Awareness</li> <li>(IRMA) Training</li> <li>Information Security Awareness training</li> </ul> <p>• <b>Specialised Health and Safety training. Some staff are also required to complete other Health and safety courses dependant on their role. **</b> To see which courses you may be required to complete please visit: <a href="https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/health-and-safety-inductions">https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/health-and-safety-inductions</a></p>	<ul style="list-style-type: none"> <li>Building Resilience through Change <ul style="list-style-type: none"> <li>Katitjin Nyinyiny</li> </ul> </li> <li>Managing Unconscious Bias</li> <li>Disability Access and Inclusion at ECU</li> <li>Ally training Part 1 LGBTQIA+ Awareness <ul style="list-style-type: none"> <li>Emotional intelligence</li> <li>Acknowledgement of Country</li> </ul> </li> </ul>	Refer to role specific offerings and consult as to required/suggested development with your manager during MPS discussions. Also consider sessions designed to support career development and advancement.
<b>PROFESSIONAL STAFF</b>	<p><b>All staff training plus:</b></p> <ul style="list-style-type: none"> <li>Education Services for Overseas Student Act (ESOS)**</li> </ul>	<p><b>PROFESSIONAL STAFF GENERIC ROLE</b></p> <p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Recruiting staff at ECU</li> <li>Difficult Conversations</li> </ul>	<ul style="list-style-type: none"> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> <li>Sexual Harassment /Assault: Reducing &amp; Responding</li> </ul>
		<p><b>PROFESSIONAL STAFF RESEARCH ROLE</b></p> <p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>iProcurement - Non-Catalogues &amp; Receiving **</li> </ul> <p>• <b>More research specific development sessions can be found here:</b> <a href="https://intranet.ecu.edu.au/research/for-research-staff/researcher-professional-development-at-ecu">intranet.ecu.edu.au/research/for-research-staff/researcher-professional-development-at-ecu</a></p>	<ul style="list-style-type: none"> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> <li>Sexual Harassment /Assault: Reducing &amp; Responding</li> </ul>
<b>MANAGER or TEAM LEADER</b>	<p><b>All staff training plus:</b></p> <ul style="list-style-type: none"> <li>Health and Safety for Leaders (Online)</li> <li>Health and Safety for Leaders Part 2 (Workshop)</li> <li>EO Online Module 4</li> </ul>	<p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Recruiting staff at ECU</li> <li>Sexual Harassment/Assault: Reducing &amp; Responding</li> <li>Difficult Conversations</li> </ul>	<ul style="list-style-type: none"> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> </ul>
<b>CENTRE DIRECTOR</b>	<p><b>All staff training plus:</b></p> <ul style="list-style-type: none"> <li>Health and Safety for Leaders (Online)</li> <li>Health and Safety for Leaders Part 2 (Workshop)</li> <li>EO Online Module 4</li> </ul>	<p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Recruiting staff at ECU</li> <li>Sexual Harassment/Assault: Reducing &amp; Responding</li> <li>Difficult Conversations</li> </ul>	<ul style="list-style-type: none"> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> </ul>
<b>ACADEMIC STAFF</b>	<p><b>All staff training plus:</b></p> <ul style="list-style-type: none"> <li>PDC111: Introduction to Learning &amp; Teaching at ECU</li> <li>Academic Integrity Module</li> <li>You, Your Research and ECU - Orientation**</li> <li>Education Services for Overseas Student Act (ESOS)**</li> </ul> <p>• Academic staff are also required to complete other PDC courses (PDC112 - PDC116) dependant on their role. Refer to the following link to see which courses you may be required to complete: ** <a href="https://intranet.ecu.edu.au/learning/academic-development/pdc-program">https://intranet.ecu.edu.au/learning/academic-development/pdc-program</a></p>	<p><b>ACADEMIC SESSIONAL</b></p> <p>*Relevant PDC courses</p>	<ul style="list-style-type: none"> <li>Building an Academic CV</li> <li>Inclusive Education Learning Community</li> </ul>
		<p><b>ACADEMIC T&amp;L COORDINATORS</b></p> <p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Sexual Harassment/ Assault: Reducing &amp; Responding</li> <li>Building an Academic CV</li> <li>Difficult Conversations</li> <li>Managing teams</li> <li>Research Supervisor development</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Education Learning Community</li> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> </ul>
		<p><b>ACADEMIC T&amp;L + RESEARCH</b></p> <p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Sexual Harassment/ Assault: Reducing &amp; Responding</li> <li>Building an Academic CV</li> <li>Research Supervisor development</li> </ul> <p><b>More research specific development sessions can be found here:</b> <a href="https://intranet.ecu.edu.au/research/for-research-staff/researcher-professional-development-at-ecu">intranet.ecu.edu.au/research/for-research-staff/researcher-professional-development-at-ecu</a></p>	<ul style="list-style-type: none"> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> <li>Inclusive Education Learning Community</li> </ul>
<b>COURSE COORDINATOR or PROGRAM COORDINATOR</b>	<p><b>All Academic Staff training plus:</b></p> <ul style="list-style-type: none"> <li>EO Online Module 4</li> <li>Health and Safety for Leaders (Online)</li> <li>Health and Safety for Leaders Part 2 (Workshop)</li> </ul>	<p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Sexual Harassment/Assault: Reducing &amp; Responding</li> <li>Building an Academic CV Research Supervisor development</li> <li>Recruiting staff at ECU</li> <li>PDC116 - Course Coordination at ECU</li> </ul>	<ul style="list-style-type: none"> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> <li>Inclusive Education Learning Community</li> </ul>
<b>EXECUTIVE DEAN or ASSOCIATE DEAN</b>	<p><b>All Academic Staff training plus:</b></p> <ul style="list-style-type: none"> <li>EO Online Module 4</li> <li>Health and Safety for Leaders (Online)</li> <li>Health and Safety for Leaders Part 2 (Workshop)</li> </ul>	<p>Refer to all staff training as well as:</p> <ul style="list-style-type: none"> <li>Recruiting staff at ECU</li> <li>Sexual Harassment/Assault: Reducing &amp; Responding</li> <li>Difficult Conversations</li> </ul>	<ul style="list-style-type: none"> <li>JLP mentoring program</li> <li>Ally training Part 2 - Being an Ally</li> <li>Moorditj Mob - sharing intercultural perspectives</li> <li>Inclusive Education Learning Community</li> <li>Other relevant Communities of Practice</li> </ul>

**\*\*denotes IDENTIFIED STAFF - AS REQUIRED ONLY (to be discussed with line manager during onboarding and MPS)**

If you would like more information about our capability programs or to book development courses please visit

[Workforce Strategy and Capability](#)